

Membership Balance Plan
Board of Visitors, Marine Corps University

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, as required by 10 U.S.C. § 7102 (d), and in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a), established the Board of Visitors, Marine Corps University (“the Board”).
2. Mission/Function: The Board will provide the Secretary of Defense, through the Secretary of the Navy and the Commanding General, Marine Corps Combat Development Command, independent advice and recommendations on matters pertaining to:
 - a. U.S. Marine Corps Professional Military Education;
 - b. All aspects of the academic and administrative policies of the Marine Corps University (“the University”);
 - c. Higher educational standards and cost effective operations of the University; and
 - d. The operation and accreditation of the National Museum of the Marine Corps.
3. Points of View: The Board shall be composed of at least 9 and not more than 11 members, who are eminent authorities in the fields of education, defense, management, economics, leadership, academia, national military strategy, or international affairs. Board members appointed by the Secretary of Defense or the Deputy Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants, under the authority of 5 U.S.C. § 3109, to serve as special government employee (SGE) members.

The Department of Defense, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters being handled by the Board. The Department has found that viewing the complex issues facing the Marine Corps University, through a multidiscipline advisory committee, provides the Department and, more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions.

4. Other Balance Factors:
 - a. No more than 50% of the Board membership shall be retired military.
 - b. Board members, with the exception of the President of the University (who serves as a non-voting ex-officio member), may not be employees of the University. At least five of the members shall be professional educators with doctoral degrees.
 - c. Civilian employees, including members of the Senior Executive Service, but not political appointees, of the Department of the Navy may serve on the Board of Visitors.
 - d. Regular Government officers or employees who participate in DoD’s decisionmaking process for this Board, with the exception of the President of the University (who serves as a non-voting ex-officio member), are prohibited from serving on the Board or its subcommittees.

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5. Candidate Identification Process: DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of education, defense, management, economics, leadership, academia, national military strategy, or international affairs. Potential candidates are identified by the Designated Federal Officer (DFO), in consultation with the President of the University and the Commanding General, Marine Corps Combat Development Command, as well as through recommendations by individual members of the Board.

Once potential candidates are identified, the Secretary of the Navy reviews the credentials of each individual and narrows the list of potential candidates. During the Secretary of the Navy review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the anticipated subject matters that will be reviewed by the Board to achieve expertise in points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Office of General Counsel of the Department of Defense and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and the membership balance plan. Following this review, the Secretary of the Navy formally nominates the potential candidates to the Secretary of Defense or the Deputy Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary or the Deputy Secretary of Defense can invite or approve the appointment of individuals to serve on DoD established or supported advisory committees and subcommittees.

Following approval by the Secretary or the Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members who are appointed as SGE members.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of members to the Board, to include its subcommittees, for one-to-four year terms of service, with annual renewals. However, no member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Board, to include its subcommittees. Such appointments will normally be staggered among the Board membership to ensure an orderly turnover in the Board's overall composition on a periodic basis.

Membership vacancies for the Board and its subcommittees will be filled in the same manner as described in the previous five paragraphs above.

6. Subcommittee Balance: DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as members of the Board. Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or from new nominees, as recommended by the Secretary of the Navy and based upon the subject matters under

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consideration, but they must be approved by the Secretary of Defense or the Deputy Secretary of Defense before participating in any subcommittee work.

Subcommittee members, if not full-time or permanent part-time government employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members, whose appointments must be renewed annually. No subcommittee member may serve more than two consecutive terms of service without Secretary of Defense or Deputy Secretary of Defense approval.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared/Updated: June 13, 2013